



# AMERICAN EMBASSY



## FINANCIAL ASSISTANT

(BASED IN IRANAWILA)

**The US Mission in Colombo is seeking candidates for the position of Financial Assistant for the International Broadcasting Bureau (IBB) Transmitting Station at Iranawila, Chilaw.**

As the Financial Assistant, you will be responsible for providing support in planning, developing, and organizing IBB's budget. You are also responsible for developing quarterly financial plans and maintaining records on allotments and spending. Do you have a good knowledge of English? (English will be tested.) Are you familiar with general accounting practices? Do you possess analytical ability? If the answers are 'Yes', and you also possess the qualifications below, then you may be the person we're looking for.

**Please send us your detailed CV along with a cover page containing the following questions and your answers:**

1. Position Title, 2. First, Middle, and Last Names as well as any other names used, 3. Current Address; Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Do you have any relatives or members of your household who work for the U.S. Government (Y/N; If 'Y', state Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Have you completed G.C.E. (A/L)? (Y/N; if 'Y', state Results), 9. Do you have one year post G.C.E (A/L) qualification in accounting, finance, or bookkeeping? (Y/N; if 'Y', state Course name, Institute, Starting and Ending Dates of the course), 10. Do you have two years' experience in the field of accounting, finance, budgeting, or bookkeeping? (Y/N; If 'Y', state employer, position title, years /months of employment in each position, and summary of duties), 11. State your current monthly take-home salary.

**Applications without the cover page may not be considered for this position.**

**If your answer is 'No' to questions 7, 8, 9, and 10, your application will not be considered.**

The monthly take-home salary for this position will be Rs. 56,158.

Your application should reach us on or before September 2, 2013, by post at P.O. Box 106, Colombo, or by e-mail at [Colombohr@state.gov](mailto:Colombohr@state.gov). Please state "Financial Assistant" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted.

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